

**ST-ISC Listserv Acceptable Usage Guidelines**  
**Version 1.0**  
**July 14, 2006**

By subscribing to the ST-ISC listserv, users agree to the terms and conditions contained in these guidelines. These guidelines may be modified from time to time and such modifications shall be effective upon their posting to the Committee's website at <http://www.abanet.org/scitech/ec/isc>. Revisions to these guidelines will be noted in the version number and date listed above.

1. The listserv shall not be used to advertise products or services unless such product or service is specifically sponsored by the ABA, the Section of Science and Technology Law, or otherwise approved by the Chair of the Section. This prohibition includes notices of Continuing Legal Education or related programs sponsored by any entity other than the ABA. Any such announcement or advertisement, if made, should be made only by a Committee Chair or Vice-Chair after such item has been submitted to other members of ISC leadership for pre-distribution review.
2. Messages posted to the listserv should be limited to the issues and business of the Committee. Do not make postings that are off-topic from the listserv's focus area. If another person posts a comment or question that is off the subject, do **NOT** reply to the list and keep the off- subject conversation going publicly.
3. Do not send inflammatory messages or messages containing personal invective. No profanity, vulgarity, or derogatory, defamatory, abusive, threatening, offensive, or illegal remarks are appropriate.
4. Do not post commercial messages including, but not limited to, messages offering or seeking any kind of business relationship, soliciting contributions or soliciting membership or subscription to any resource not offered by the ABA. Further, the posting of materials, such as newsletters and related content, generated by a law firm, company or other for-profit entity is strongly discouraged.
5. Be extremely judicious in your use of the "reply to all" button. If you are replying with a message that just says "thanks for the information," a request to receive a copy of what someone has offered to share, or simply to agree with someone (such as "me, too"), do **not** reply to the entire group. Instead, send your response directly to the e-mail address of the person who posted the message.
6. Use discretion when forwarding a long mail message to the listserv. It's preferable to reference the source of a document and provide instructions on how to obtain a copy. If you must post a long message, warn the readers with a statement at the top of the mail message.
7. Do not post an entire e-mail only to add a short response.
8. Do not use the listserv as a method of advocating a client's position.
9. Do not post the same or similar message to multiple ABA listservs.
10. Do not post personal email to the listserv without the express permission of the original email's author.

11. Do not post to the listserv any message, data, information, text or other material ("Content") that is unlawful, libelous, defamatory, obscene, pornographic, indecent, lewd, harassing, harmful, invasive of privacy or publicity rights, abusive or otherwise injurious to third parties.
12. Do not distribute through the listserv any Content that would constitute or encourage a criminal offense, create any liability or violate any local, state, national, or international law or regulation.
13. Do not impersonate any person or entity or otherwise misrepresent your affiliation with a person or entity or interfere with other users of the listserv.
14. Do not distribute through the listserv any Content such as charity requests, petitions for signatures, other solicitations of listserv users, promotional materials, chain letters or letters relating to pyramid schemes, advertising or solicitations for funds, political campaigning, mass mailings, any form of unsolicited commercial or promotional email ("spam") or an offering of lawful or fraudulent goods, services, schemes or promotions.
15. Do not disseminate through the listserv harmful content including without limitation, viruses, Trojan horses, worms, time bombs, zombies, cancel bots, or any other computer programming routines that may damage, interfere with, surreptitiously intercept or expropriate any system, program, data or personal information.
16. Do not discuss fees for any legal services or any information that might be construed as price fixing, a boycott, an illegal restriction of free trade or any other antitrust violation.
17. Any requests regarding administrative tasks such as being added or removed from a list should be made to the appropriate area, not the list itself.
18. Remember that all listserv exchanges are public domain.
19. Users of the listserv may be held individually liable for any communications they send through the listserv, including but not limited to defamatory, discriminatory, antitrust, anti-competitive, false or unauthorized information.
20. Logos and tag lines used as part of a signature or otherwise included in an email posted to the listserv should be discrete and of a size, placement, and description as normally used by the sender and should not be disproportionately large.
21. If you will be out of the office for a period of time and will use an automatic "out of office" message, please configure your "out of office" message to not respond to messages from mail.abanet.org. "Out of office" messages on certain list configurations can cause mail loops between the listserv and your email server. This can lead to hundreds of messages being sent out. Refer to your email client's documentation on how to set up rules for Out of Office messages. You may also temporarily disable your listserv subscriptions by putting this command in the body of a message sent to listserv@mail.abanet.org, leaving the subject line blank: set st-isc NOMAIL. To restart your listserv subscription, put this command in the body of a message sent to listserv@mail.abanet.org, leave the subject line blank: set st-isc MAIL.

22. Users of the listserv also must comply with all state and federal copyright, trademark and patent laws and regulations. By posting material on the listserv, the posting party warrants and represents that it owns the copyright with respect to such material or has received permission from the copyright owner. It is a violation of ABA policy to post information that is not original unless it meets the 'fair use' guidelines of copyright law, or unless the user has received permission to reproduce such information from the original source. If there is any question as to whether a particular transmission contains information in violation of federal copyright law, the user should not post that information on the listserv.

23. By using the listserv, users agree to indemnify, defend and hold harmless, the ABA and its subsidiaries, affiliates, officers, agents, and parent from and against all loss, claims, demands, causes of action, liabilities, expenses, including reasonable attorney's fees and costs arising from any claim arising out of or resulting from in whole or part any breach of these guidelines by the user or any omission or act taken by the user. In no event will the ABA be responsible to the users for any indirect, consequential, special or punitive damages or losses users may incur in connection with the listserv or any of the data or other materials transmitted through or residing on the listserv, even if the ABA or any Committee officer has been advised of the possibility of such damage or loss.

**24. THE COMMITTEE ACCEPTS NO RESPONSIBILITY FOR THE OPINIONS AND/OR INFORMATION POSTED ON OR THROUGH ITS LISTSERV.**

The Committee may, but does not assume the obligation to, monitor discussions taking place through the listserv. The Committee reserves the right, but does not assume the obligation, to investigate any violation of these guidelines. The Committee may remove any user from the listserv for violation of these guidelines. Further, the Committee reserves the right, but does not assume the obligation, to temporarily suspend the listserv in circumstances where, *inter alia*, a "flame war" is emerging.